

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 3.08.00
SUBJECT: PERFORMANCE EVALUATIONS
EFFECTIVE: JANUARY 28, 2003
REVIEW: JANUARY 2005

1. PURPOSE. An evaluation system serves both management and individual employees. It allows for fair and impartial personnel decisions, assists employees in maintaining and improving performance, provides an established opportunity for personnel counseling, facilitates proper decisions regarding probationary employees, provides an objective and fair means of recognition of individual performance, and identifies training needs.

2. EVALUATION PERIODS. Employees shall be evaluated on the following schedule:

- A. Probationary Employees. Probationary employees, both newly hired and promoted, are to be evaluated at the midpoint and conclusion of their probationary period. In addition, newly hired sworn personnel will be evaluated daily, biweekly, and at end of phase while assigned to a field training officer. The below listed probationary periods for department personnel are consistent with City of Beaverton Administrative Policies and Procedures, collective bargaining agreements, and union contracts that apply.

Police Chief – 6 months
Police Captain – 6 months
Police Lieutenant – 6 months
Police Sergeant – 1 year
Police Officer – 18 months
Police Records Supervisor – 6 months
Senior Police Records Specialist – 1 year
Police Records Specialist – 1 year
Administrative Assistant – 6 months
Program Coordinator - Volunteer Services – 6 months
Community Service Officer – 1 year
Property Control Specialist – 1 year
Support Specialist classifications – 6 months
Crime Analyst – 6 months
Management Analyst – 6 months

The probationary period for a person promoted or transferred from an OPEU covered position to another OPEU covered position is 90 days. The probationary period for a person promoted from an OPEU covered position to a management position is six months.

- B. Non-probationary Employees. Supervisors shall evaluate non-probationary personnel they are responsible for on an annual basis.

3. **PERFORMANCE EXPECTATIONS.** At the beginning of each rating period, supervisors will meet with each member they are responsible for evaluating and discuss the top priorities, specific tasks of the job, performance expectations, and evaluation criteria that will be utilized and/or documented for that rating period. Performance expectations will be documented on a City of Beaverton Performance Expectations Form.

4. **PERFORMANCE EVALUATION DOCUMENTATION.** Supervisors are to provide formal feedback on an employee's performance, in relation to the established performance expectations, on the City of Beaverton Performance Appraisal Form. It is an opportunity for employees and supervisors/reviewers to comment upon how well the expectations were met. The supervisor/reviewer must be prepared to document and substantiate low or high ratings and give specific reasons through a narrative comment.

- A. The annual evaluation of non-probationary members shall cover the specific time period for which the employee is to be evaluated and shall only be based on performance during that period.
- B. The member being evaluated shall complete the "employee input" sections in each of the four core value areas on the Performance Appraisal Form. This information is to be forwarded to the employee's immediate supervisor, who shall complete the appraisal, or to a reviewer specifically designated by a lieutenant. This does not preclude another supervisor from contributing to an employee's evaluation, including writing a memorandum for consideration, or attachment to the evaluation document.
- C. Where appropriate, documentation may be incorporated or attached to an annual evaluation. After each annual evaluation is completed using supervisor's documentation forms as a resource, the original supervisor's documentation form for that time period will be removed from the file.
- D. Once complete, the evaluation form will be forwarded through the chain of command for signature. The signed form will be returned to the supervisor/reviewer for presentation to the employee.
- E. Supervisors/reviewers will personally discuss the appraisal with the employee. The supervisor/reviewer must be prepared to counsel and comment on the employee's performance. It is the supervisor's/reviewer's responsibility to advise the employee of any shortcomings and to provide recommendations for training needs.

F. The employee shall sign the Performance Appraisal Form. The signature shows that the employee reviewed the documentation, but does not necessarily reflect that he/she is in agreement. A copy of the evaluation shall be given to the employee and the original shall be permanently retained in his/her personnel file.

G. To ensure that raters are aware of the importance given to evaluations, supervisors shall be evaluated on their ability to evaluate subordinates.

5. APPEALS. An employee may appeal the results of an evaluation by forwarding to the Chief of Police, via the chain of command, a memorandum that identifies each rating or comment to which the employee takes exception. With respect to each, the employee shall state the rating he/she believes is inaccurate, and set forth the facts which support the employee's belief that the rating or remark in the evaluation is inaccurate. The Chief of Police, with administrative assistance as necessary, will review the appeal and notify the employee of the final decision. Written rebuttals shall be attached to the performance appraisal and placed in the personnel file.

Chief of Police

Date